

TEMPORARY EMPLOYMENT STATEMENT
(For Temporary Employees Serving Under Appointments of
One Year or Less)

You have accepted a temporary appointment with the U.S. Department of Justice. To assist you in understanding the conditions of employment as a temporary employee, a few facts are listed below:

1. Your position is temporary. There is no guarantee as to how long you may be employed. As a general rule of thumb, temporary employees serve under appointments limited to 1 year or less and are subject to termination at any time without use of adverse action or reduction-in-force procedures. Under this appointment, however, it will not be longer than the date of expiration as shown on the Standard Form 50 (Notification of Personnel Action), which you will receive from the Personnel Office.
2. All full-time temporary employees earn sick leave at a rate of 4 hours per pay period (every two weeks). Full-time temporary employees under appointments made for more than 90 days earn annual leave at a rate based on years of Federal service (i.e., up to 3 yrs – 4 hours; 3 to 15 yrs – 6 hrs; 15 yrs and over – 8 hrs). Part-time employees on a regularly scheduled tour of duty earn leave on a pro rata basis depending upon days/hours actually worked during a pay period.
3. As a temporary employee serving under an appointment limited to 1 year or less, you are not eligible for coverage under the Federal Employees Group Life Insurance program, and you cannot participate in the retirement system. Your pay will be subject to social security deductions and, of course, deductions for income tax. In addition, since your appointment is for a period of less than one year, you are not eligible for health benefits coverage. If your appointment is extended without a break in service beyond one year, you may then elect health benefits coverage for which you will be charged the full premium (no government contribution).
4. A temporary appointment does not confer eligibility to be promoted or reassigned to other positions, or the ability to be noncompetitively converted to a career-conditional appointment.
5. A temporary employee, when serving in a general schedule position, is not eligible for within-grade increases.

If you have any questions regarding the terms of your employment, please feel free to contact your servicing personnel specialist within the Civil Division's Personnel Management Branch.

I understand these conditions of employment and acknowledge receipt of a copy thereof.

(Signature)

(Date)

EMPLOYEE COPY
(to be retained by employee)

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(Signature)

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OFFICIAL PERSONNEL FOLDER (OPF) COPY
(to be filed on left side of OPF)